



## **JOB DESCRIPTION**

Position Title: **Lead Inspector**

Working Area: **Site Inspection**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Enforces County Codes and regulations in providing development inspections during the construction stage of projects.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Reviews, approved plans and conducts pre-construction meetings. Inspects, monitors and reports on approved development projects within the Seminole County unincorporated area.

Investigates complaints concerning alleged violations relating to clearing, filling, mining and other related construction performed without a permit.

Makes recommendations to resolve any and all complaints concerning alleged code violations. Maintains records of applicable construction violations. Advises supervisory personnel of any potential problems related to field activities. Performs daily inspections for development projects and to provide field history reports upon demand.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Thorough knowledge of legal descriptions as they relate to enforcement of regulatory codes. Considerable knowledge of County Zoning Laws and Ordinances related to Site Inspection and code compliance.

Ability to conduct inspections and investigate all acts of code violations. Ability to prepare and maintain accurate reports on all violations and reported code infractions. Ability to follow written and oral instruction and have the ability to complete written reports accurately. Ability to communicate effectively both orally and in writing. Ability to read and analyze engineering construction plans.

High School Diploma or GED and two (2) years experience in Code Enforcement.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to

climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.